



NOTICE

In preparation for our ECF (Electronic Case Files) Project, the Office of the Clerk for the Western District of Louisiana is making changes to facilitate this transition. Please read carefully below:

- With the previous designation of the official record as the electronic record by the court, the office of the clerk no longer maintains physical case folders. **Effective immediately**, the office of the clerk will no longer **check out physical records** to counsel. Most court records are available to counsel through PACER (Public Access to Court Electronic Records). Computers with access to all non-sealed electronic records are also available in public areas of each office of the clerk.
- **Effective April 1, 2005, subpoenas issued by the court and returns on subpoenas served** commanding appearance before the court **shall not be routinely filed** in the official record of the court. The party upon whose behalf subpoenas are issued shall be custodian of all returns of such subpoenas. Returns on subpoenas shall only be filed with the permission of the court or in connection with a motion involving such subpoena.

We appreciate your patience and consideration as we try to improve service to the bar through electronic filing. If you have further questions or feedback, we welcome it. Please call Robert H. Shemwell at 318-676-4225 or 337-593-5302 with your suggestions.

ROBERT H. SHEMWELL, CLERK